



The UCLA Samueli School of Engineering is inviting upper class engineering students to apply for the Undergraduate Research and Internship Programs Peer Advisor position.

What is the Undergraduate Research Program (URP) and the Undergraduate Internship Program (UIP): URP is a schoolwide program that supports students in their pursuit of research opportunities at Samueli Engineering. URP is composed of a part-time academic year program (new ENGR 24 and ENGR 25 courses) and a full-time summer program (SURP). UIP is a new initiative designed to help interested engineering students solicit, secure, and complete a summer industry internship opportunity before graduation. UIP has a new ENGR 23 course that is taught every quarter. The mission of both programs is to provide first-in-class research and internship opportunities that lead to undergraduates who are well-informed about career opportunities in both academic and corporate settings.

The overall goals of both programs are:

1. Before graduation, support all interested undergraduate students complete either a research or industry internship
2. Facilitate 1st and 2nd year students' securing of a summer experience by end of 2nd year.
3. Facilitate 3rd year transfer students' securing a summer experience by the end of the 1st year on campus.
4. Collect, track, and publish participation data.
5. Recognize and celebrate student research and internship participation.

Both programs are located at the Engineering Student Resource Center, 6288 Boelter Hall.

Direct Supervisor

William Herrera
Director of URP and UIP
Office of Academic & Student Affairs

Engineering Student Resource Center
6288 Boelter Hall
williamh@seas.ucla.edu
310-825-9478 (phone)
310-206-2872 (fax)

Position Information

Payroll Title: Student 1
Title Code: 4682 (Work Stud) or 4921 (Non Work Study)
Posting Category: Clerical/Office
Pay Rate: \$15.25/hour
Hours: 8 – 12 / week
Available positions: 3-5 Peer Advisors
Undergraduate: Yes
Graduate: No
Fall/Winter/Spring/Summer
On-campus: Yes
Advertise: No
Start Date: Immediately Winter 2020

Position Details

Location: 6288 Boelter Hall, UCLA Engineering Student Resource Center

Job Duties and Responsibilities:

Under the direction of the Director, the incumbent will assist with all URP and UIP activities and projects. Duties are as follows:

- Peer Advising
 - Hold drop-in peer advising hours for students looking for internship or research positions and provide appropriate guidance and resources
 - Listen to UCLA Samueli Engineering students about issues or challenges they are experiencing in seeking research/internship opportunities AND provide guidance and direction to Center, School, and Campus resources and opportunities.
- Undergraduate Research Program (URP)
 - Assist with marketing, recruiting, and processing of program applications
 - Write and send program email blasts to the HSSEAS student body
 - Regularly update URP website with new research opportunities
 - Serve as a reader for Engineering 24/25 courses through reviewing and providing feedback on course producible
 - Assist director with the organization and implementation of program workshops and events
- Undergraduate Internship Program (UIP)
 - Process and publicize industry internship and job postings
 - Write and send program email blasts to the HSSEAS student body
 - Regularly update UIP website with new job/internship postings
 - Manage industry recruiter contact list and solicit postings from recruiters
 - Serve as a reader for Engineering 23 course through reviewing and providing feedback on course producibles
- Event Organization: Support coordination and presentation of URP and UIP workshops (Finding Paid Summer Research, Career Fair Preparation Workshops, Creating a Handshake profile, Tailoring Your Resume, Maximizing your Search for Internships/Jobs, Career Networking 101, etc.)
- Event coordination – Communicating with and instructing volunteers, Receive/set-up/clean-up catering orders, preparing and organizing registration table, greeting guests, instructing participants, trouble-shooting any issues that impact the event.
- Marketing: Create and manage URP/UIP promotional materials
 - URP/UIP websites
 - Flyers
 - Email blasts
 - Social media
- Data Reporting: Collect, analyze, and present URP/UIP program data in both Powerpoint and Word reports
- Reception: Greeting guests and answering phone calls professionally and as a representative of UCLA HSSEAS Engineering Student Resource Center (ESRC)
- Additional Administrative Work
 - General clerical - assisting with preparation of program materials, making copies, delivering and picking up materials, processing mailings, filing, etc.
 - Creating and submitting requisition forms
 - General office cleaning and maintenance to keep the area presentable
 - Maintaining program calendars and communicating delivery timelines for projects
 - Develop and maintain clerk and program training manuals

Position Requirements/Qualifications

- Must have searched, solicited, secured, and completed ONE OF THE FOLLOWING: undergraduate research or industry internship experience.
- Must be a returning UCLA Samueli Engineering undergraduate student
- Must be able to commit to at least 8-12 hours/week (at least 2-3 hours per shift) and attend all program events (outside of class).
- Strong work ethic and reliable person who is punctual and can follow through on commitments
- Works independently, diligently, and with minimal supervision to meet deadlines and deliverables.
- Incumbent can go beyond individual tasks and conceptualize project needs and desired outcomes as explained by Director.
- Ability to go above and beyond in a fast-paced, continually changing environment.

- Excellent communication skills and able to work well with students, faculty, and staff. Incumbent should be able to translate ideas and ask clarifying questions.
- Incumbent should have a strong attention to detail and organizational skills.
- Must be able to maintain an outgoing and positive attitude during peer advising sessions.
- Familiarity with UCLA Engineering resources, services, and engineering departments.
- Familiarity with UCLA resources and services for research opportunities such as Undergraduate Research Portal, Undergraduate Research Center – Sciences, Undergraduate Research Week, Undergraduate Science Journal, etc.
- Familiarity with UCLA resources and services for internship opportunities such as Career Center, Handshake, Career Fairs, Industry Information sessions, student organization career opportunities, etc.
- Interpersonal skills to relate effectively with a diverse group of students and represent our program professionally.
- Written and verbal communication
- Basic computer skills (Microsoft Office, Excel, Powerpoint).
- Understanding of FERPA and ability to uphold student record confidentiality (staff will be required to complete the online UCLA FERPA training and quiz).

Preferred Experience:

- Experience in both searching, soliciting, and securing research/industry internship experience (one required, both preferred).
- Passed the ENGR 23, ENGR 24, or ENGR 25 course and successfully secured a research lab or industry internship.
- Ability to learn and understand web based programs (CCLE, WordPress, Google sites & docs, etc.) preferred.
- Experience with event planning preferred.
- Experience with Canva, HTML, Adobe Acrobat, InDesign, PhotoShop, iMovie preferred (but not required).
- Ability to use a DSLR to take photos preferred (but not required).
- Experience with Excel pivot tables to analyze large data sets.

Hours/Salary

\$15.25/hour

8-12 hours/week (Monday – Friday 9AM – 5PM)

Non-negotiable:

- 1 hour weekly staff meeting,
- Attendance at program events (outside of class),
- Minimum 8 hours/week.

Occasional weekend/evening events

Application Process & Deadline

Submit the following via e-mail to williamh@seas.ucla.edu.

- 1) Resume and cover-letter
- 2) List of references
- 3) Hours available to work (M-F, 9 - 5PM) according to class schedule at time of submission. (Not necessary if submitting before first pass.)
- 4) Due – as soon as possible but no later than April 30, 2020.